

## HAZARDOUS MATERIALS (PROCUREMENT/STORAGE PROCEDURES)

42 USC § 11002, EO 13834, 40 CFR, 29 CFR, AR 710-2, DA PAM 710-7

### POSSIBLE AREAS OF CONCERN

Failure to report the qualifying chemicals to the proper agencies could lead to regulatory violations.

### CHARACTERIZATION

All organizations are required to process hazardous materials (HM) through the Hazardous Materials Supply Operations (HMSO). Organizations should adhere to a **14 day on-hand supply** of hazardous materials as required by the organization to accomplish the mission. This allows for annual regulatory reporting in accordance with Emergency Planning and Community Right-to-Know Act (EPCRA) and cradle-to-grave management of hazardous materials.

### HANDLING PROCEDURES

**Step 1:** Obtain approval from EMD prior to purchasing new types of HM. (Products that are new to the installation and have never been processed through the HMSO in the past.)

**Step 2:** Ensure vendor/manufacturer provides a copy of the SDS with the HM purchased.

**Step 3:** Ensure all HM is delivered, or taken to the HMSO for processing through the HM database and labeled.

**Step 4:** Ensure all materials are properly marked to identify contents and stored in accordance with the SDS.

**Step 5:** When HM has been used, the user must return the label to the HMSO to adjust the organization's inventory.

**Step 6:** Empty/used or excess\* HM containers are taken to the HM collection connex near BLDG 2954.

#### NOTES:

- A. All flammable materials and aerosols must be stored in a flammable locker/connex.
- B. All corrosive materials must be stored in a corrosive cabinet.
- C. Ensure containers are kept closed, and in its original container.
- D. Always practice First In - First Out (FIFO) to avoid creating excess waste.
- E. A chemical inventory must be posted on the front of the flammable cabinet.
- F. It is the responsibility of the user to ensure all HM is properly labelled, have a current SDS on file and available for each product, know and understand the contents.

\* EMD has a limited amount of space to store excess HM for reissue. Contact EMD for an appointment in assisting you with large quantities of excess hazardous materials. We will not accept "truck loads" of excess HM.



### GENERAL INFORMATION

Contact EMD for additional information at 502-624-8537.